

Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

Third Taxing District of the City of Norwalk

Commission Meeting

Monday, November 7, 2016 at 7:00p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Health Insurance Renewal (Mike Imbrogno) – A/R (Pgs. 1-4)
3. District Budget Presentations (Pgs. 5-10)
4. Minutes of Meeting – October 11, 2016 Special Meeting (Pgs. 11-15) and
October 17, 2016 Regular Meeting (Pgs. 16-20) – A/R
5. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 21-26)
6. Library Roof Bids – Emergency Repair – A/R – (Pgs. 27-38)
7. 2017 Commission Meeting Schedule – A/R (Pg. 39)
8. Purchasing Policy – Approval of Motion – Item #6 – A/R (Pgs. 40-41)
9. General Manager's Report (Pg. 42)
 - Holiday Party Date
10. Project Summary
11. Adjourn

*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 11-7-16.doc

District Commissioners

David L. Brown
Charles L. Yost
Debora Goldstein

203-866-8099
203-853-0837
203-252-7214

Chairman
Commissioner
Commissioner

James Smith
Ron Scofield
Michael Intrieri

203-866-9271
203-866-9271
203-866-3001

General Manager
Assistant General Manager
Treasurer

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: October 7, 2016

Subject: Annual Health Insurance Renewal



Attached please find for your review a comparative chart prepared by Mike Imbrogno of Benefit Planning Services outlining the options for the 2017 TTD health insurance renewal.

After discussing and reviewing each of the plans presented by Mike to the TTD management team, we are recommending the Anthem BCBS “Gold Century PPO \$2000/\$5000” plan (third from left on the chart) for the 2017 renewal.

Election of this Plan for the upcoming year will save the Department \$29,475 in premium dollars over the current year, while retaining comparable health care benefits to our employees.

We will discuss the reasoning supporting the recommendation at the meeting and be prepared to answer any questions the Commission may have.

12/01/16

Renewal Date: 12/01/2016

Carrier
Anthem Blue Cross and Blue Shield

In-Network:

Member Level:	Gold Bluecare POS 1000/0%/4500	Gold Century PPO 1000/20%/3000	Gold Century PPO 2000/0%/5500	Gold Century PPO 2500/0%/5000	Platinum Century PPO 30/0%/3000
Deductible (Individual/Family)	1KZK \$1,000/\$3,000	1YED \$1,000/\$3,000	1KZR \$2,000/\$4,000	1KWD \$2,500/\$5,000	1YE5 \$2,000/\$4,000
Coinurance	0%	20%	0%	0%	0%
Out of Pocket Maximum	\$4,500/\$9,000	\$3,000/\$6,000	\$5,500/\$11,000	\$5,000/\$10,000	\$5,500/\$11,000
PCP Office Copay	\$25	\$25	\$25	\$25	\$30
Specialist Copay	\$50	\$50	\$50	\$50	\$50
Inpatient Hospital	\$500/day after deductible; 3 day Max	20% after deductible	\$500/day after deductible; 3 day Max	\$500/day after deductible; 3 day Max	\$500/day; 3 day Max
Outpatient Surgery	\$300 after deductible	20% after deductible	\$300 after deductible	\$300 after deductible	\$300
Emergency Room	\$200	\$200 after deductible	\$200	\$200	\$200
Urgent Care	\$50	\$50	\$50	\$50	\$50
Prescriptions	\$5/\$30/\$60/25%-\$250	\$5/\$50/50%/50% to \$500	\$5/\$50/50%/50% to \$500	\$5/\$50/50%/50% to \$500	\$5/\$50/50%/50% to \$500
Referrals	Not Required	Not Required	Not Required	Not Required	Not Required

Out-of-Network:

Deductible (Individual/Family)	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000	\$5,000/\$10,000	\$2,000/\$4,000
Coinurance	30%	40%	30%	30%	30%

RATE INFORMATION

	Current	Renewal	Option 2	Option 3	Option 4
Adams, Michael	\$2,289.21	\$2,154.56	\$2,108.58	\$2,051.61	\$2,386.82
Charlton, Joseph	\$2,988.09	\$3,030.78	\$2,966.11	\$2,885.98	\$3,357.52
Danison, Treia	\$698.87	\$671.10	\$656.79	\$639.04	\$743.46
Garcia, Rachel	\$1,639.27	\$1,540.62	\$1,507.74	\$1,467.00	\$1,706.69
Johnson, Karen	\$1,340.57	\$1,303.78	\$1,275.96	\$1,241.49	\$1,444.34
Malone, Kristen	\$539.73	\$522.18	\$511.04	\$497.24	\$578.48
Michell, Pamela	\$1,047.38	\$980.00	\$959.09	\$933.18	\$1,085.65
Smith, James	\$1,447.18	\$1,380.16	\$1,350.71	\$1,314.23	\$1,528.95
Tennet, Cynthia	\$1,340.57	\$1,303.78	\$1,275.96	\$1,241.49	\$1,444.34
Tracy, James	\$2,767.15	\$2,680.10	\$2,622.91	\$2,552.05	\$2,969.03
Seafeld Ronald	\$515.01	\$480.39	\$470.14	\$457.44	\$532.18
Monthly Total:	\$16,613.03	\$16,047.45	\$15,705.03	\$15,280.75	\$17,777.46
Annual Total:	\$199,356.36	\$192,569.40	\$188,460.36	\$183,369.00	\$213,329.52
Percentage Change:		-3.40%	-5.47%	-8.02%	7.01%

29.2

Renewal Date: 12/01/2016

Carriers	Anthem Blue Cross and Blue Shield
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In-Network:

Metallic Level:	Gold Bluecare POS 1000/0%/4500	Gold Century PPO 2000/0%/5500
	1KZK	1KZR
Deductible (Individual/Family)	\$1,000/\$3,000	\$2,000/\$4,000
Coinsurance	0%	0%
Out of Pocket Maximum	\$4,500/\$9,000	\$5,500/\$11,000
PCP Office Copay	\$25	\$25
Specialist Copay	\$50	\$50
Inpatient Hospital	\$500/day after deductible; 3 day Max	\$500/day after deductible; 3 day Max
Outpatient Surgery	\$300 after deductible	\$300 after deductible
Emergency Room	\$200	\$200
Urgent Care	\$50	\$50
Prescriptions	\$5/\$30/\$60/25%-\$250	\$5/\$50/50%/50% to \$500
Referrals	Not Required	Not Required

Out-of-Network:

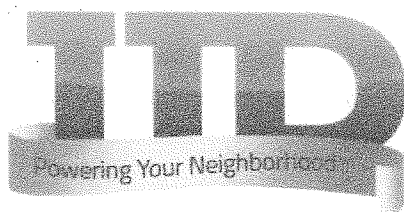
Deductible (Individual/Family)	\$2,000/\$4,000	\$4,000/\$8,000
Coinsurance	30%	30%

RATE INFORMATION

		Current	Option 2
Adams, Michael	FAM	\$2,289.21	\$2,108.58
Chariott, Joseph	FAM	\$2,988.09	\$2,966.11
Dennison, Tricia	EMP	\$698.87	\$656.79
Garda, Rachel	ECH	\$1,639.27	\$1,507.74
Johnson, Karen	EMP	\$1,340.57	\$1,275.96
Malone, Kristen	EMP	\$539.73	\$511.04
Mitchell, Pamela	EMP	\$1,047.38	\$959.09
Smith, James	EMP	\$1,447.18	\$1,350.71
Tenney, Cynthia	EMP	\$1,340.57	\$1,275.96
Tracy, James	FAM	\$2,767.15	\$2,622.91
Scofield Ronald	EMP	\$515.01	\$470.14
Monthly Total:		\$16,613.03	\$15,705.03
Annual Total:		\$199,356.36	\$188,460.36

Percentage Change:

-5.47%



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MEMORANDUM

To: TTD Commissioners

From: Ron Scofield, Asst. General Manager 

Date: November 1, 2016

Re: Capital Budget Presentations – Library, Firehouse and Cemetery

Attached please find the preliminary Capital Budget written presentations submitted from representatives of the Library, Firehouse and Cemetery for the upcoming fiscal year July 1, 2017 to June 30, 2018.

These budgets are normally reviewed by the Commission each Fall with staff from each of these organizations to understand the nature and dollar amount of the capital items being requested.

These budget recommendations are for your approval for the preparation of the District Budget in January 2017.

District Commissioners

David L. Brown 203-866-8099
Charles L. Yost 203-853-0837
Debora Goldstein 203-252-7214

Chairman
Commissioner
Commissioner

James Smith
Ron Scofield
Michael Intrieri

203-866-9271
203-866-9271
203-866-3001

General Manager
Assistant General Manager
Treasurer

Cynthia Tenney

From: Sarah Mann [datus@snet.net]
ent: Friday, October 28, 2016 3:02 PM
to: Cynthia Tenney
Cc: Kathy Cray; Sarah A Mills
Subject: ENA Budget
Attachments: proposed-16-17 ENA.xlsx

Good afternoon Cynthia,

Attached please find the budget for the ENA Library. In the past we have submitted a budget with broad categories, this year we have decided that we would submit a budget with each line item clearly indicated.

Two years ago the electors voted to invest \$20,000 to hire a consultant to work with the East Norwalk community, the ENA Board and the commissioners to develop a plan to make the East Norwalk Library the best it can be. While that process did not go smoothly the ENA Board walked away with a vision. We got it! We are now moving toward those changes and the first two are reflected in the budget. The first one is replacing our current part-time director with a full time director with a Masters in Library Science, the second is our board is going to raise a significant amount of money to make this a reality.

Kathy, Sarah and I look forward to continuing this conversation on November 7th at 7pm.

Warm regards,

Sarah

July 2016-June 2017 Norwalk Financials	16-July/Aug	16-Sep Jul-Sept	Budget 2016/2017	Actuals 2015/2016	Run Rate	Over/under Budget	Proposed
Income							
Hall Rental--Individual	\$520.00	\$340.00	\$860.00	\$3,516.00	\$3,440.00	\$440.00	\$3,000.00
Hall Rental--Monthly Contract	\$3,975.00	\$1,935.00	\$5,910.00	\$25,960.00	\$23,640.00	\$3,640.00	\$23,925.00
Grants-Library Appropriation	\$27,853.50	\$13,926.75	\$41,780.25	\$167,121.00	\$167,121.00	\$0.00	\$190,000.00
Contribution--Individual	\$250.00	\$0.00	\$250.00	\$350.00	\$1,000.00	\$500.00	\$500.00
Contributions-Business 06855	\$0.00	\$0.00	\$1,000.00	\$862.70	\$0.00	-\$1,000.00	\$22,400.00
Friends of Library Contribution	\$0.00	\$75.00	\$0.00	\$0.00	\$300.00	\$300.00	\$10,000.00
Sales, Books, Copies	\$883.36	\$450.80	\$1,334.16	\$1,192.30	\$5,336.64	\$3,341.64	\$2,000.00
ENIA Dues	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	-\$50.00	\$40.00
Interest Income	\$1.67	\$0.81	\$2.48	\$9.59	\$9.92	-\$0.08	\$10.00
Total	\$33,483.53	\$16,728.36	\$50,211.89	\$199,041.59	\$200,847.56	\$7,171.56	\$251,875.00
Uncategorized Expenses				\$42.00			
Salaries-Director	\$4,120.00	\$3,090.00	\$7,210.00	\$26,880.00	\$28,840.00	\$2,060.00	\$60,000.00
Salaries-Librarian	\$5,972.92	\$4,479.69	\$10,452.61	\$38,923.98	\$41,810.44	\$4,392.44	\$39,000.00
Salaries Asst Librarian	\$5,095.38	\$3,917.92	\$9,013.30	\$29,761.72	\$36,053.20	\$5,525.20	\$31,500.00
Payroll Taxes--Employer	\$1,161.91	\$878.80	\$2,040.71	\$7,315.77	\$8,162.84	\$858.84	\$10,100.00
Audit Expenses	\$0.00	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0.00 *	\$5,250.00
Bank Charges	-\$24.00	\$2.00	-\$22.00	\$24.00	-\$88.00	-\$113.00	\$25.00
Bookkeeping Expense	\$684.69	\$427.37	\$1,112.06	\$4,731.58	\$4,448.24	-\$341.76	\$4,800.00
Children's Program Expense	\$950.00	\$350.00	\$1,300.00	\$1,164.60	\$5,200.00	\$700.00	\$5,000.00
Community Awareness Library	\$40.00	\$40.00	\$80.00	\$2,559.39	\$320.00	-\$2,080.00	\$2,400.00
Computer Hardware	\$0.00	\$319.04	\$319.04	\$329.99	\$1,276.16	\$1,076.16	\$400.00
Computer Software	\$0.00	\$173.93	\$173.93	\$618.04	\$695.72	\$195.72	\$650.00
Maintenance Library	\$0.00	\$0.00	\$0.00	\$366.00	\$0.00	-\$500.00	\$3,000.00
Janitorial-Supplies	\$160.50	\$45.00	\$205.50	\$1,301.00	\$822.00	-\$378.00	\$1,300.00
Fees & Dues	\$300.00	\$0.00	\$300.00	\$380.00	\$1,200.00	\$0.00	\$400.00
Hall Janitorial/Exterminator	\$193.32	\$125.00	\$318.32	\$1,909.92	\$1,273.28	-\$676.72	\$1,900.00
Hall Security	\$100.00	\$100.00	\$200.00	\$880.00	\$800.00	-\$100.00	\$900.00
Building Security	\$99.94	\$49.97	\$149.91	\$599.64	\$599.64	-\$50.36	\$650.00
Insurance-Directors	\$0.00	\$0.00	\$0.00	\$1,476.00	\$0.00	\$0.00 *	\$1,500.00
Insurance-Health	\$3,557.70	\$1,185.90	\$4,743.60	\$14,347.08	\$18,974.40	\$3,224.40	\$30,000.00
Insurance Workmen's Comp	-\$169.00	\$0.00	-\$169.00	\$467.00	-\$676.00	\$0.00 *	\$600.00
Insurance-Life	\$347.26	\$173.63	\$520.89	\$2,083.56	\$2,083.56	-\$216.44	\$2,300.00
Legal Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,300.00	\$1,200.00
Library-Books	\$725.53	\$1,242.36	\$1,967.89	\$9,207.44	\$7,871.56	-\$1,628.44	\$10,000.00
Library-Mags and Newspapers	\$214.60	\$460.60	\$675.20	\$3,157.52	\$2,700.80	-\$799.20	\$3,500.00

28.7

Library--Videos/DVD	\$73.46	\$0.00	\$73.46	\$1,500.00	\$1,503.13	\$293.84	-\$1,206.16	\$1,500.00
Janitorial-Library	\$375.00	\$375.00	\$750.00	\$4,500.00	\$4,500.00	\$3,000.00	-\$1,500.00	\$4,500.00
Contractor	\$540.00	\$210.00	\$750.00	\$4,201.00	\$4,625.00	\$3,000.00	-\$1,201.00	\$3,000.00
IT-Maintenance	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,750.62	\$0.00	-\$1,200.00	\$1,750.00
Stationary & Supplies	\$2,207.45	-\$402.02	\$1,805.43	\$7,000.00	\$8,233.69	\$7,221.72	\$221.72	\$8,500.00
Postage	\$122.11	\$28.93	\$151.04	\$300.00	\$336.67	\$604.16	\$304.16	\$350.00
Printing and Binding	\$435.28	\$0.00	\$435.28	\$730.00	\$1,015.70	\$1,741.12	\$1,011.12	\$1,100.00
office Equipement	\$16.43	\$16.42	\$32.85	\$1,800.00	\$1,818.72	\$131.40	-\$1,668.60	\$1,850.00
Communications	\$495.47	\$673.81	\$1,169.28	\$2,900.00	\$2,736.56	\$4,677.12	\$1,777.12	\$3,200.00
Utilities Electric	\$909.32	\$1,010.75	\$1,920.07	\$5,700.00	\$5,551.96	\$7,680.28	\$1,980.28	\$5,700.00
Utilities Gas	\$176.65	\$176.80	\$353.45	\$3,650.00	\$3,631.18	\$1,413.80	-\$2,236.20	\$3,650.00
Utilities-Water	\$0.00	\$0.00	\$0.00	\$450.00	\$375.09	\$0.00	-\$450.00	\$400.00
TOTAL	\$28,881.92	\$19,150.90	\$48,032.82	\$193,676.00	\$189,854.55	\$192,131.28	\$5,681.28	\$251,875.00

* annualized

Firehouse Budget Request
FY 2017-18

The wall paint was tested last year while the renovation work was being done at the station and the results came back as lead paint. The Firehouse would like to have this lead paint removed.

Mobile Blast Away

Est.

\$14,840.00





Third Taxing District


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MEMORANDUM

To: TTD Commissioners

From: Ron Scofield, Asst. General Manager 

Date: November 1, 2016

Re: Cemetery Capital Budget Items

In the absence of Chris Burr, who could not attend the meeting, I am presenting his Capital Budget requests for the 2017-2018 District Budget for the East Norwalk Cemetery.

Pruning & Removal of Trees	\$2,810.00
New Sprinkler Heads & Soaking Hose	<u>400.00</u>
Total	\$3,210.00

District Commissioners

David L. Brown 203-866-8099
Charles L. Yost 203-853-0837
Debra Goldstein 203-252-7214

Chairman
Commissioner
Commissioner

James Smith 203-866-9271
Ron Scofield 203-866-9271
Michael Intrieri 203-866-3001

General Manager
Assistant General Manager
Treasurer

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
October 11, 2016

ATTENDANCE: Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager

PUBLIC: David Westmoreland (Chairperson of Second Taxing District and
Chairperson of Norwalk Historical Commission)
Robert Roberts and Linda Mineo (both of East Norwalk)

CALL TO ORDER

Commissioner Brown called the meeting to order at 7:05 p.m. A quorum was present.

PUBLIC COMMENT

Ms. Mineo's first and foremost question is why the Walk Bridge cannot be completely refurbished. It is her opinion that the bridge has been reliable for 120 years and is confused why it needs to be replaced with something more stable. The DOT stated that the structure was good, it just needed maintenance.

Mr. Roberts believes the reason the bridge is broken is because they changed the tracks and the tracks were higher, the tracks were not high enough, they turned it and it bent everything. He said he read this information in a DOT report. The report stated everything that was wrong the bridge and why.

Ms. Mineo feels that the bridge is unique and a part of history and by replacing it would remove the history that future children will not be able to see.

Commissioner Goldstein asked if the Commission if they wanted to address all of the possible alternatives that are being advocated by the public.

DISTRICT PUBLIC FORUM ON WALK BRIDGE PLANNING MEETING

Commissioner Yost introduced David Westmoreland from the Second Taxing District and Norwalk Historical Commission.

Third Taxing District
of the City of Norwalk
October 11, 2016

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Mr. Westmoreland spoke about the bridge from the historical side. The bridge is historic and is listed on the National Register and the last bridge of its particular design in existence. One of the things the DOT told Mr. Westmoreland is that when they open it, the foundation is loose and it does not pivot in a complete circle, it's more of an oval. This is why it does not line up when it is closed.

Mr. Westmoreland continued to talk about what will be done. Because of the historic nature, one of the things to be done is to design an archeology plan to be performed at the site. The DOT also has to reciprocate financially to make up for the loss of the bridge. In Mr. Westmoreland's view, what they have proposed is severely inadequate for something of this magnitude.

Mr. Westmoreland stated that the Federal law requires a Section 106 review. Part of the process is that they have to look at all the alternatives including keeping what's there and repairing it. If that turns out to be the most expensive option, but it's viable, it has to be done. They cannot just take the bridge down because it's less expensive and easier to build a new bridge. They must prove that it's not viable.

Commissioner Yost asked Mr. Westmoreland about collaborative participation from the Second Taxing District with TTD. Mr. Westmoreland stated their Charter very specifically limits them to taking actions that directly affect the electric operations, water operations or the real estate that they own. Because of this, Mr. Westmoreland is trying to assist through the historical arena.

The Historical Commission is putting together a letter to be placed into public comment stating everything, including that the financial relief is inadequate, items that are not liked in the report and the fact that they feel the DOT is not following the law.

Ms. Mineo asked if they could use Veteran's Park instead of the back area of Liberty Square for the staging area. Mr. Westmoreland stated that there is a law which prohibits the use of parklands for a staging area.

Commissioner Goldstein asked the Commission to move ahead and discuss the planning of the forum.

Commissioner Yost stated that he felt there was not enough time, skills or knowledge, but would like to at least see the Commission write a position paper and conduct an online survey of the ratepayers for their feedback on the subject. As far as doing a full forum, he doesn't know if the results would be any different from conducting an online survey supporting the position paper. After completion of the position paper, submit it to all the media avenues, as well as the public comment on November 17th.

Commissioner Brown would like to see a public forum held. He feels there would be a more robust dialogue face-to-face than through email or a survey.

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Further discussion took place as to what the Commission should do. The decision was to do the forum, as well as an online survey prior to the forum.

A date was set to hold the forum on Saturday, November 12, 2016 from 3:00 p.m. to 5:00 p.m. at a venue to be determined. The media should be present at the forum.

Important Dates

- October 17th – Kickoff survey or sooner if complete
- November 4th – Deadline for survey
- November 16th – Position Paper must be complete

Commissioner Goldstein will be the point person between TTD/Jumar. The Commissioners, over the next couple of days, will each work on creating survey questions that are multiple choice on the following subjects:

- What kind of bridge
- How to either repair or make permanent or replace
- Marine issues
- Impact on businesses in the area
- Costs associated with project
- Importance of up river usage
- Properties being taken by eminent domain
- Power lines being moved
- Railroad commuters
- Environmental issues
- Historical issues

Once the questions have been written, they will be handed off to Jumar to upload for the online survey.

Forum

- Brief summary/presentation of current situation
- Speakers
- Q&A Session
- Survey Results

Contact will be made with St. Thomas and Marvin School to see if they are available to hold the forum.

DRAFT

ADJOURNMENT

**** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**
**** COMMISSIONER BROWN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING AS CORRECTED.

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
October 17, 2016

ATTENDANCE: Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein
Treasurer: Dr. Michael Intrieri (departed 7:45 p.m.)

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager

OTHERS: Attys. John Bove and Kevin Roche
Justin Connell and Courtney Merritt (CMEEC)

CALL TO ORDER

Commissioner Brown called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance.

EXECUTIVE SESSION

- Update on Scicchitano Legal Matter

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION
FOR AN UPDATE ON THE SCICCHITANO LEGAL MATTER.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith, Mr. Scofield, Atty. Bove and Atty. Roche entered into Executive Session at 7:01 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND
RETURN TO PUBLIC SESSION.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith, Mr. Scofield, Atty. Bove and Atty. Roche returned to public session at 7:46 p.m.

Third Taxing District
of the City of Norwalk
October 17, 2016

DRAFT

**CMEEC – 5 YR. POWER SUPPLY PROJECTION & WINTER MARKET
CONDITIONS**

Mr. Justin Connell introduced a new member of the CMEEC team, Courtney Merritt, Customer Fulfillment Manager. Ms. Merritt will be assisting Mr. Connell at CMEEC as the day-to-day liaison.

Mr. Connell gave an update on the current Third Taxing District energy portfolio position for the winter. CMEEC has been conducting stress testing for each of their customers under the different scenarios, specifically during the summer and winter months.

Mr. Connell explained the approach to developing load scenarios for their customers. For each member, the average energy load for the past three years for a given month is computed. Then the average energy load for previous years is used as a base to an applied growth rate. Each member has a different growth rate assumption based on multiple factors. High/low scenarios are then generated using a 90/10 statistical analysis generated by Metrics MD.

The outlook for the upcoming winter will be colder than normal, but also drier.

MINUTES OF MEETING

September 26, 2016 Special Meeting

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 26, 2016 SPECIAL MEETING.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

September 27, 2016 Special Meeting

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 27, 2016 SPECIAL MEETING.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

October 3, 2016 Regular Meeting

- ** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF OCTOBER 3, 2016 REGULAR MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
October 17, 2016

DRAFT

TTD PURCHASING POLICY – ITEM #6

Mr. Smith told the Commission that he added the following sentence to Item #6 for further clarification:

“Capital items to be purchased that exceed the above purchasing thresholds, even though they have been approved in the capital budget, shall require approval at a special or regular Commission meeting.”

Discussion and clarification took place about the addition of the sentence and how it should be written.

**** COMMISSIONER YOST MOVED TO CHANGE THE SENTENCE TO: “ANY LINE ITEM IN THE CAPITAL BUDGET THAT EXCEEDS 20% OF THE ORIGINAL BUDGETED AMOUNT FOR THAT ITEM MUST BE SENT BACK TO THE COMMISSION AT A SPECIAL OR REGULAR MEETING FOR APPROVAL.”**

**** COMMISSIONER BROWN SECONDED.**

**** COMMISSIONER GOLDSTEIN OPPOSED.**

**** THE MOTION PASSED 2 TO 1.**

**** COMMISSIONER GOLDSTEIN MOVED TO ADD AN ADDITIONAL SENTENCE TO ITEM #6 WHICH READS: “NOTWITHSTANDING THE ABOVE, ANY PROJECT THAT EXCEEDS \$100,000 FOR EXTENSIVE RENOVATION OR REPAIR OF ASSETS SHALL COME BACK TO THE COMMISSION FOR RE-APPROVAL.”**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISTRICT CONCERTS

Mr. Scofield is asking for their input on the District Concerts so he can move forward in the preparation of the District Budget. He reviewed the five questions that were sent out to the Commission in September.

1. The majority would like to see TTD host 8 concerts next year including a winter concert. Commissioner Brown asked that three bands for the summer be grandfathered in. They are Tim Currie’s Motown Band, Summertime and The Fairfield Counts.
2. With regard to splitting up the number of concerts between Sundays (5) and a week night (3), it is too early to get an answer from the City of Norwalk’s Parks & Rec. This will be revisited in the near future once Parks & Rec have completed the schedule for the standing week night concerts in November.

DRAFT

3. Cancelling Procedures – Should remain the same with two additions. The ads that appear in The Hour should have a message at the bottom indicating that folks can visit the TTD website to see if a concert has been cancelled. Also, the Guard House at Calf Pasture Beach should be informed of any cancellations.
4. Banner for the Showmobile – Mr. Scofield will speak with Signs by Anthony to see if he can create a banner to hang in the Showmobile that simply says: “Concerts are Sponsored by The Third Taxing District.” Discussion took place about local business sponsors underwriting some of the concerts. No decision was made on this.
5. Winter Concert – The Commission would like to have an indoor winter concert, possibly at The Marvin or another indoor venue. The first winter concert would be held in the early part of 2017. More information will be determined in the near future.

ADJOURNMENT

**** COMMISSIONER BROWN MOVED TO ADJOURN.**
**** COMMISSIONER GOLDSTEIN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:06 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

**Third Taxing District
Financial Highlights
Jul-Sep 2016 vs. Jul-Sep-2015**

	Jul-Sep-2016	Jul-Sep-2015	\$ Change	% Change
Total Income	2,798,765	2,718,170	80,595	3%
Total Expense	2,888,197	2,884,858	3,339	0%
Net Ordinary Income	(89,432)	(166,688)	77,256	-80%
Other Income	94,458	64,289	30,168	47%
Other Expense	88	991	(903)	-83%
Net Income before Rate Stabilization	4,937	(103,389)	108,327	-157%
Rate Stabilization	577,022	335,799	241,224	72%
Net Income	581,959	232,409	349,550	150%

CASH BALANCES FY 2016

	Sep-16
ACCTS	
Operating Accounts	1,289,037
Construction WIP	18,393
Savings	1,615,082
Capital Improvements Fund	768,274

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2016	4,345,583
Current Balance	4,345,583
Current Fiscal Year Capital Additions to date	242,190

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 1,961,441	\$ 1,934,716	\$ 26,725	1%
Budget Energy Cost	\$ 1,804,526	\$ 1,837,980	\$ (33,454)	-2%
Energy Cost Cents/KWH	10.500	10.400	\$ 0.10	1%

Third Taxing District
Profit & Loss Prev Year Comparison
September 2016

	Sep 16	Sep 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervallis Data Center Revenues	21,188.83	15,356.62	5,832.21	37.98%
440-00 · Residential Sales	476,570.76	427,620.46	48,950.30	11.45%
442-01 · Large Commercial Sales	99,649.68	92,028.66	7,621.02	8.28%
442-02 · Small Commercial Sales	301,510.35	272,656.91	28,853.44	10.58%
445-01 · Water Pollutn Contrl Plnt Sales	93,788.16	78,993.24	14,794.92	18.73%
445-02 · Flat Rate	8,655.54	8,655.54	0.00	0.0%
451-00 · Miscellaneous Service Revenue	267.98	5,025.79	-4,757.81	-94.67%
557-00 · Purchased Power Adjustment	171,519.44	151,048.13	20,471.31	13.55%
Total Income	1,173,150.74	1,051,385.35	121,765.39	11.58%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	543,716.30	568,377.47	-24,661.17	-4.34%
Total COGS	543,716.30	568,377.47	-24,661.17	-4.34%
Gross Profit	629,434.44	483,007.88	146,426.56	30.32%
Expense				
904-00 · Substation	9,968.13	16,227.26	-6,259.13	-38.57%
403-00 · Depreciation Expense	64,676.80	62,283.00	2,393.80	3.84%
408-00 · Taxes	1,422.90	1,522.15	-99.25	-6.52%
540-00 · Other Power Generation Expense	18,787.31	23,640.98	-4,853.67	-20.53%
580-00 · Distribution Expenses	16,225.65	3,911.34	12,314.31	314.84%
590-00 · Maintenance Expenses	46,524.26	63,291.87	-16,767.61	-26.49%
900-00 · Customer Accounts & Service	19,362.34	18,558.76	803.58	4.33%
920-00 · Administrative Expenses	168,557.12	177,111.08	-8,553.96	-4.83%
Total Expense	345,524.51	366,546.44	-21,021.93	-5.74%
Net Ordinary Income	283,909.93	116,461.44	167,448.49	143.78%
Other Income/Expense				
Other Income				
418-00 · Dividends	4,550.65	2,006.31	2,544.34	126.82%
419-00 · Interest Income	835.00	325.43	509.57	156.58%
420-00 · Gain/(Loss) on Investments	5,948.35	-13,381.74	19,330.09	144.45%
421-00 · Norden Project Income	27,131.67	33,555.53	-6,423.86	-19.14%
423-00 · Gain/(Loss) from Sale of FA	0.00	275.52	-275.52	-100.0%
424-00 · Energy Conservation Fund Income	15,886.06	13,991.08	1,894.98	13.54%
Total Other Income	54,351.73	36,772.13	17,579.60	47.81%
Other Expense				
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%
942-00 · Interest Expense	0.00	487.19	-487.19	-100.0%
990-00 · Miscellaneous Items	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	487.19	-487.19	-100.0%
Net Other Income	54,351.73	36,284.94	18,066.79	49.79%
Net Income before rate stabilization	338,261.66	152,746.38	185,515.28	121.45%
Rate Stabilization	97,616.88	30,182.56	67,434.32	223.42%
Net Income	435,878.54	182,928.94	252,949.60	138.28%

Third Taxing District
Profit & Loss Prev Year Comparison
July through September 2016

	Jul - Sep 16	Jul - Sep 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	41,186.72	30,693.12	10,493.60	34.19%
440-00 · Residential Sales	1,090,312.43	1,028,536.97	61,775.46	6.01%
442-01 · Large Commercial Sales	248,045.66	251,206.37	-3,160.71	-1.26%
442-02 · Small Commercial Sales	735,583.89	732,286.75	3,297.14	0.45%
445-01 · Water Pollutn Contrl Pmt Sales	233,783.23	243,113.87	-9,330.64	-3.84%
445-02 · Flat Rate	20,108.31	20,108.31	0.00	0.0%
451-00 · Miscellaneous Service Revenue	6,387.29	18,229.83	-11,842.54	-64.96%
557-00 · Purchased Power Adjustment	423,357.39	393,994.69	29,362.70	7.45%
Total Income	2,798,764.92	2,718,169.91	80,595.01	2.97%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	1,961,441.32	1,934,716.12	26,725.20	1.38%
Total COGS	1,961,441.32	1,934,716.12	26,725.20	1.38%
Gross Profit	837,323.60	783,453.79	53,869.81	6.88%
Expense				
904-00 · Substation	34,455.30	48,457.99	-14,002.69	-28.9% Footnote 1
403-00 · Depreciation Expense	194,030.40	186,849.00	7,181.40	3.84%
408-00 · Taxes	3,822.68	3,860.10	-37.42	-0.97%
540-00 · Other Power Generation Expense	31,273.10	34,241.92	-2,968.82	-8.67%
580-00 · Distribution Expenses	29,401.26	14,288.63	15,112.63	105.77% Footnote 2
590-00 · Maintenance Expenses	120,820.23	153,504.29	-32,684.06	-21.29% Footnote 3
900-00 · Customer Accounts & Service	52,415.12	52,551.39	-136.27	-0.26%
920-00 · Administrative Expenses	460,537.93	456,388.41	4,149.52	0.91%
Total Expense	926,756.02	950,141.73	-23,385.71	-2.46%
Net Ordinary Income	-89,432.42	-166,687.94	77,255.52	46.35%
Other Income/Expense				
Other Income				
418-00 · Dividends	6,742.60	9,686.33	-2,943.73	-30.39%
419-00 · Interest Income	1,678.92	1,876.65	-197.73	-10.54%
420-00 · Gain/(Loss) on Investments	21,225.97	-35,341.61	56,567.58	160.06% Footnote 4
421-00 · Norden Project Income	27,131.67	20,522.45	6,609.22	32.21%
423-00 · Gain/(Loss) from Sale of FA	0.00	9,000.17	-9,000.17	-100.0% Footnote 5
424-00 · Energy Conservation Fund Income	37,678.58	36,494.08	1,184.50	3.25%
425-00 · Miscellaneous Income	0.00	22,051.42	-22,051.42	-100.0% Footnote 6
Total Other Income	94,457.74	64,289.49	30,168.25	46.93%
Other Expense				
942-00 · Interest Expense	88.41	991.00	-902.59	-91.08% Footnote 7
Total Other Expense	88.41	991.00	-902.59	-91.08%
Net Other Income	94,369.33	63,298.49	31,070.84	49.09%
Net Income before rate stabilization	4,936.91	-103,389.45	108,326.36	104.78%
Rate Stabilization	577,022.16	335,798.61	241,223.55	71.84%
Net Income	581,959.07	232,409.16	349,549.91	150.4%

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Sep-2016 vs. Jul-Sep- 2015

1. The decrease in the substation expense of \$14K is due primarily to Pete Johnson retiring and a decrease in maintenance on the generators with HO Penn.
2. The \$15K increase in Distribution expense is due to Netwatch quarterly expenditures of approximately \$11K due to the monitoring of the SCADA system to remain compliant.
3. The \$32K decrease in Maintenance expenses is due to the fact that there were purchases in the prior year with Graybar and Wesco to build up stock. TTD purchased wire and cabling in the prior year.
4. The unrealized gain year-to-date of \$21K is representative of the adjustment to bring our capital improvements investment account to market value at 09/30/2016.
5. The gain or loss from sale of fixed assets in the prior year was due to sale of scrap with Jerry's Electric and LaJoies. There currently is no sale of scrap year-to-date.
6. The amount in miscellaneous income of \$22K in the prior year was a payment with regards to the Shorehaven Project. This income was offset to the appropriate expense account at year end 06/30/2015. Currently the Shorehaven project is complete.
7. The decrease in interest expense is due to the fact that the line of credit with Patriot Bank was paid off in July-2016.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2016	September 2015	Industry Average (Bandwidth)
1)	OPERATING RATIO	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	103.20%	106.13%
2)	POWER SUPPLY EXPENSE RATIO	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	68%	67%
3)	BAD DEBT RATIO	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	3.80%	4.80%
4)	ACTUAL RATE OF RETURN ON RATE BASE	AUTHORIZED BY STATE STATUTE	N/A	N/A
5)	ELECTRIC CUSTOMERS PER EMPLOYEE	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	312	342
				Varies by state
				200 - 500

6 Month Rolling Average (starting January 2012)

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15,118.5

Built-up Roofing
Single Ply Roofing
Asphalt Shingles
Sheet Metal

PHIL'S MAIN ROOFING LLC

26 FITCH STREET, NORWALK, CT 06855
TELEPHONE 838-4545 FAX NUMBER 838-4588
BONDED ROOFERS

Commercial

Industrial

Residential

Water-Proofing
Slate Roofs
Seamless Gutters
Roof Repairs

September 26, 2016

Third Taxing District
Attn: Cynthia Tenney
P.O. Box 451
South Norwalk, CT. 06854

**RE: East Norwalk Library
51 Van Zant St. Norwalk, CT**

Dear Ms. Tenney,

We are pleased to submit the following Scope of Work for your project at the above address.

Scope of Work: Approx 4100 SQ FT.

Demolition: Provide dumpster on site for roof demolition. Set up tarps and protection at the perimeter of work areas. Remove existing (2) layers of shingles down to substrate. Remove all pipe flashings, chimney flashings and edge metal. Place all resultant debris into container.

Carpentry: If plywood is required, there will be an additional charge of \$75.00 per sheet of 3/4" plywood, labor included.

Underlayment: Install GAF low Weather Watch ice and water barrier on entire eaves, 6 FT from edge including extension onto fascia boards 3 ft. at valleys, pipes, chimney and sidewalls. Install Shingle mate fiber glass vapor barrier throughout remainder substrate.

Shingle: Install GAF Timberline HD Lifetime Architectural Shingles. Install GAF Pro Start starter shingles at eave and rake edges. Install GAF Timbertex hip and ridge closures.

Shingle Color TBD

Ventilation: Installation of GAF cobra continuous ridge vent as needed 40 LF.

Metal: Install pre-fabricated white aluminum drip edge flashings, install pre-fabricated white rake edge flashing and install aluminum vent pipe flashings with neoprene gaskets.

Copper Work: Fabricate and install 16 oz. copper step flashings at vertical sidewalls of (2) chimneys. Fabricate and install 16 oz. copper apron and counter flashings for installation at horizontal sidewall of chimney. Fabricate and install copper crickets on back side of (2) chimneys.

All work will be performed in strict accordance with federal, state and local regulations in addition to manufacturer's specifications and details.

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The above work will be completed for the sum of: \$15,118.00

Terms of Contract: 50% (\$6,047.20) upon signing, 40% (\$6,047.20) midway and 50% (\$3,023.60) upon completion.

Warranty: The above work to include a GAF Choice System Plus Warranty.

Alternate #1: Realign built in gutter on both sides of front dormer approx. 14 LF using 16 oz. red copper. \$750.00 _____ (Initial)

Alternate #2: Repair brick column 21 x 14" x 4'h from roof line to top. Replacing all broken, lose or cracked bricks and all damaged mortar joints. \$1,750.00 _____ (Initial)

Alternate #3: Replace all existing gutters and leaders using .032 seamless 6" white K box commercial gutters and 3 x 4 leader pipes. \$2,417.00 _____ (Initial)

We thank you for the opportunity and trust that we may be of service to you.

Sincerely,

Philip Tavella, Jr.
Managing Member

CONTRACT ACCEPTED: _____ DATE: _____

Please sign, date and return one copy of this contract. By signing above you acknowledge the scope of work above and the terms stated on the rear of this document. Work to begin _____ and be completed by _____, contingent upon weather conditions. Before signing this contract, please contact our office for scheduling dates and color selection. Please initial to authorize all additional work. The prices quoted above are only good for (30) days. Thank you.

YOU, THE CUSTOMER, MAY CANCEL THIS TRANSACTION ANY TIME BEFORE THE END OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

Note: Phil's Main Roofing is a third generation family owned business. We take pride in our workmanship as we do not use subcontractors to install our flat roofs, copper work and repairs. All our technicians who are highly trained, certified and insured have been in our employment for over twenty years.

Please note that deck vibration due to roof tear off and installation of the new roof may cause excessive dust and / or improperly secured fixtures to fall from the underside of the roof structure during installation. Phil's Main Roofing cannot be held responsible for these occurrences. It is the owners' responsibility to safeguard and protect the areas and machinery beneath the roof. In addition Phil's Main Roofing cannot be held responsible for damage to conduits or other devices if they are attached to the underside of the deck or structure.

General Contract Conditions

This contract represents the entire agreement between the parties, and no representatives of warranties shall be binding upon the parties unless specifically and expressly set forth herein.

Phil's Main Roofing, LLC shall not be held responsible for damages or delays due to strikes, fires, accidents, vice major or other causes beyond its control.

Anything to the contrary notwithstanding, it shall be the owner's duty to insure and render safe the premises upon which work is being done, with specific regard to fixtures and personal belongings. It is expected that there will be vibrations, hammering, shaking and movement during the process of the roof work.

All prices indicated in this contract are based upon the assumption that this is a solid surface for receiving the installation of a new roof. If, upon commencement of performance by Phil's Main Roofing, LLC it is found that roofing boards, cornices, or other surfaces suit generic are in such condition that they will not hold nailing or otherwise found unsatisfactory for the installation of a new roof, the expense for labor and material incurred for placing property in condition to receive the new as herein contracted for will be charged to your account as an additional cost on a time and material basis. Ordinary repairs under the above conditions will be undertaken by Phil's Main Roofing, LLC and charged to your account at the actual cost to us. Whenever and wherever possible, notification shall be given to the customer in advance, unless existing field conditions warrant otherwise, in which event notice will be given as soon as reasonably practicable thereafter.

Warrantees

All materials incorporated into the contract work are warranted by the manufacturer only, which actual warranty will be provided owner at the time of completion of the job work provided we are paid in full. Phil's Main Roofing, LLC also, repairs at no cost to the owner and this liability shall be exclusive and in lieu of all other liabilities, whether in warranty, negligence or otherwise.

In the event, during the course of repairs, replacement of materials is necessary, which materials are not under warranty, and then in that event, the owner shall pay a pro rate share of the cost of same, based upon the term of years under this warranty.

Disclaimer of Warrantees

No express or implied warranty shall apply, other than which is set forth herein and in no event shall Phil's Main Roofing, LLC, be liable for consequential, incidental or special damages as a result of a breach thereof, including interior damage because of leakage. Specifically, no warranties against leakage are given due to footwear improper building or roof deck construction, fire, hail, tempest, nor to punctures made by fastening wire fixtures, not in erection o any hatchways, Penthouses, flagpoles, pipes or other structures, support to breaks make subsequent to the completion of work. Furthermore, Phil's Main Roofing, LLC, shall not be liable for any damage because of structural defect not readily, apparent to any workmen either during construction or thereafter, and the customer agrees to save Phil's Main Roofing, LLC harmless from any claim thereof.

It is expected that the homeowner shall have his or her own insurance for interior damage. Phil's Main Roofing, LLC shall not be responsible for any ice damage.

It is further agreed upon that in the event of interior damage occurs during the process of construction to either the building or the contents thereof and arising from the malfeasance or nonfeasance by employees, against or representatives of Phil's Main Roofing, LLC then Phil's Main Roofing, LLC, shall be responsible therefore, provided we have been paid in full further, however that damage caused by vibration or dust or by debris falling upon cars that should be in the area of work, will not be liability of Phil's Main Roofing, LLC, and the customer agrees to save Phil's Main Roofing, LLC, harmless from an claim there from. It shall be the obligation of Phil's Main Roofing, LLC to insure that the roof subject to installation or construction will be made watertight every night. Anything to the contrary not withstanding, the foregoing liability or responsibility shall not continue after completion of the work hereinbefore contracted to. In the event of a default by you in the payment of the contract price as specified in the agreement, including any extras for thirty (30) days after that time for such payment, you will also, be responsible for a service charge of 1.5% per monthly on the outstanding balance, as well as all cost of collection, including a reasonable attorney's fee. Your signature on the contract is acceptance of the terms of this provision, Phil's Main Roofing, LLC, shall not responsible or liable for any sweating or moisture or moisture developing inside or outside the subject building as a consequence or resulting from the installation or repair of the roof.

20,750

Proposal Submitted to:

**Third Taxing District
Ron Scofield**

**Re: East Norwalk Library
51 Van Zant Street
E. Norwalk, CT 06855**

Submitted by:

**Zakhar Roofing & Siding, L.L.C.
www.zakharroofing.com
MANUFACTURER CERTIFIED CONTRACTOR No. 549299
FULLY LICENSED & INSURED**

**1 Hermann Court
E. Norwalk, CT 06855
Tel. (203) 866-3485
Fax: (203) 354-5717**

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Proposal Submitted to:

September 29, 2016

Third Taxing District
Ron Scofield

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

RE: ENTIRE ROOF - EAST NORWALK LIBRARY

1. Remove roof down to existing roof deck and haul away.
2. Install GAF Ice and Weather Barrier on all eaves, valleys and at roof to wall transitions wrapped behind gutters.
3. Apply GAF Shinglemate Underlayment on remainder of deck.
4. Apply GAF Timberline HD Architectural Lifetime roofing shingles 6 nails per shingle per CT State Code.
5. Apply GAF Timbertex caps on all hips and ridges
6. Install aluminum starter edging on all eaves
7. Install all new vent boots for plumbing stacks.
8. Remove 2 existing chimney flashings
9. Install 2 new 16 oz. copper chimney flashings with cricket.
10. Work will be started within _____ days after receiving signed proposal.
11. Work will be completed within a _____ week period weather permitting.
12. You may cancel this transaction within three days of signing proposal.

Certificate of Insurance and reference lists available upon request.

Please visit www.zakharroofing.com for photo gallery and product information.

While removing roof we will inspect all flashing. If necessary we will install new step flashings. Step flashings will be installed at an additional cost of \$4.25 per step and \$18.00 per foot of apron flashing.

If it is necessary to install plywood, plywood will be installed at an additional cost of \$60.00 per sheet for 1/2" CDX plywood, \$70.00 per sheet for 3/4" CDX plywood.

All debris to be cleaned up and carted away by Zakhar Roofing & Siding, L.L.C.
A job sign will be displayed at job site.

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Systems Plus Warranty includes: 1) Manufacturing Defects - 100% Coverage 50 years Non-Prorated Protection; 2) Installation Labor - 50 year Coverage; 3) Warranty Transfer - Once at No Charge 4) All GAF Warranties are backed by the Good Housekeeping Seal of Approval. The above work will be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Twenty Thousand Seven Hundred Fifty Dollars and 00/100 (\$20,750.00) (includes tax) will be made in two lump sums as follows:

- Ten Thousand Three Hundred Seventy Five Dollars and 00/100 (\$10,375.00) upon signing contract.
- Ten Thousand Three Hundred Seventy Five Dollars and 00/100 (\$10,375.00) upon completion of project.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate (at \$100/hour per man). All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other required insurance upon above work.

This proposal may be withdrawn by Zakhar Roofing & Siding, L.L.C. if not accepted within 10 days.

ACCEPTANCE OF PROPOSAL:

Third Taxing District Ron Scofield

Date



Zakhar Roofing & Siding, L.L.C.



Date

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NOTICE OF CANCELLATION

You may cancel this transaction, without any penalty or obligation, within three business days from above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract of sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk. If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of the cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to Zakhar Roofing & Siding LLC or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under this contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a fax to Zakhar Roofing & Siding, L.L.C. at 1 Hermann Court Norwalk, CT 06855 not later than midnight of _____.

I hereby cancel this transaction.

Date

Buyer's Signature

Pg. 33

GENERAL CONTRACT CONDITIONS

This contract represents the entire agreement of the parties and no representations or warranties shall be binding upon the parties unless expressly included herein. Zakhar Roofing & Siding, L.L.C. shall not be held responsible for damage or delay due to strikes, fires, accidents, or other causes beyond its control.

All prices indicated are based on the assumption that you have a solid surface for receiving the installation of a new roof. If upon commencement of work, it is found that roofing boards, cornices, or other surfaces are in such condition that they will not hold nailing, or otherwise found unsatisfactory to perform the work, the expense for labor and material incurred for putting the roof in a condition to receive the new roof will be charged to your account as an additional charge on a time and material basis. Whenever possible, Zakhar Roofing & Siding, L.L.C. will notify you in advance of this matter. Ordinary repairs under the above conditions will be undertaken by Zakhar Roofing & Siding, L.L.C. and charged to your account at the actual cost to us.

Should any leaks occur within the period of guarantee due to defective materials or poor workmanship furnished by us, we hereby agree to repair same without charge, upon receipt of proper notice in writing, providing we have been promptly paid in full.

We **DO NOT GUARANTEE** against leakage due to footwear, improper building, or roof deck construction, fire, hail, tempest, nor to punctures made by fastening wire fixtures, nor the erection of any hatchway, penthouse, fire sprinklers, flag pole, pipe, TV antenna, satellite, dish or other structure, support or break, made subsequent to the completion of our work. It is further agreed that Zakhar Roofing & Siding, L.L.C. shall not be liable for any interior damage either to building or contents either during construction or thereafter during the guarantee period, and the customer agrees to save Zakhar Roofing & Siding, L.L.C. harmless from any claims thereof. Furthermore, Zakhar Roofing & Siding, L.L.C. shall not be liable for any damage because of structural defects not readily apparent to any workmen either during construction or thereafter, and the customer agrees to save Zakhar Roofing & Siding, L.L.C. harmless from any claims thereof. In addition, Zakhar Roofing & Siding, L.L.C. is not responsible or liable for any sweating or moisture developing inside or outside the area, including any mold, fungi or microbe as a consequence or resulting from the work performed. Zakhar Roofing & Siding, L.L.C. is not responsible for any ice damming and skylights. Zakhar Roofing & Siding, L.L.C. is not responsible for damage to grass or plantings although measures will be taken to avoid such damage.

This Proposal does not include the cost of remediation for the removal and disposal of any hazardous waste and/or contamination, asbestos or lead. Such remediation must be performed in accordance with State and Federal regulations, and the cost of such will be quoted immediately upon determination.

In the event of a default by you in the payment of the contract price as specified in this agreement, including any extras, for a period of thirty (30) days after the time for such payment, you will also be responsible for a service charge of 1.5% per month on the outstanding balance, as well as all costs of collection, including a reasonable attorney's fee.

Pg.34

36,100

FLAT
SHINGLES
SLATE
ICE
WOOD



CUSTOM COPPER WORK
SEAMLESS GUTTERS
EMERGENCY ROOF REPAIRS
WATER PROOFING

HOME IMPROVEMENT
CONTRACTOR REG.
060476

25 FITCH STREET, NORWALK, CT 06855

TELEPHONE (203) 838-5858

FAX NUMBER (203) 838-4949

office@ricksmainroofing.com

WESTCHESTER COUNTY
HOME IMPROVEMENT LICENSE
JULY 2015 #01

October 14, 2016

Third Taxing District
Attn: Cynthia
2 Second Street
Norwalk, CT

RE: East Norwalk Library
51 Van Zant Street East Norwalk, CT

Dear Cynthia:

We are pleased to submit our Proposal for work to be performed as follows at the above referenced property.

Roofing Work:

- Remove (2) layer of asphalt and (1) layer of wood shingles down to furring strips.
- Over furring strips, supply and install ½ inch exterior grade plywood.
- Install GAF Weather Watch, ice and water weather barrier, 72 inches along all lower roof edges.
- Over remaining sections of wood, install 1 layer of GAF Shinglemate fiberglass reinforced underlayment.
- Once underlayment is completed, install GAF Timberline HD Lifetime architectural fiberglass shingles using 6 nails per shingle.
- Close all hips and ridges using GAF Timbertex hip and ridge caps.

Flashing Work:

- Supply and install new flashing around all plumbing stacks.
- Fabricate and install new 16 oz. copper step, apron, and counter flashing on entire chimney.
- Cut grooves on masonry joints to receive new copper flashing.
- Fabricate and install 16 oz. copper cricket flashing.

Metal Work:

Supply and install aluminum drip and rake edging on all outside and lower roof edges.

Carpentry:

- Close existing built-in gutter system
- If any additional carpentry work is required, there will be an additional charge of \$65.00 per hour (per man), plus materials, to be agreed upon in writing before work continues.

Ventilation:

Cut a 2-inch slot to both sides of ridge, and install GAF Cobra Snow Country Advanced ridge vent. Over ridge vent install shingle cap to match roof.

Valley Work:

Install GAF Weather Watch weather barrier prior to closing all valleys.

Clean-up:

All debris will be cleaned up and carted away.

Warranty:

The above work is to be warranted for 20 years labor and manufacturer's lifetime material warranty by GAF Smart Choice System Plus warranty including 40 year full coverage period on labor and materials.

The above work will be completed for the sum of: \$36,100.00

Terms of contract: 40% (\$14,440.00) upon signing, 40% (\$14,440.00) midway, and 20% (\$7,220.00) upon completion.

OPTIONS:

Chimney:

- Fabricate and install 16 oz. copper counter flashing through to flue, with step and apron flashing.
- Fabricate and install 16 oz. copper cricket flashing.

For the additional sum of: \$1,470.00 _____ (Initial)

Note:

Chimneys need to be rebuilt for this option and can be quoted by our mason. Due to the condition of chimneys, this is highly recommended

Shingles:

Upgrade shingles to GAF Lifetime Timberline Ultra High Definition architectural fiberglass shingles will be completed for an additional sum of: \$2,310.00 _____ (Initial)

We thank you for this opportunity and trust that Rick's Main Roofing may be of service to you.

Respectfully,

William Eleck

Residential Representative

CONTRACT ACCEPTED: _____ **DATE:** _____

Please sign, date and return one copy of this contract. By signing above you acknowledge the scope of work above and the terms stated on the rear of this document. The prices quoted above are only good for (30) thirty days. Thank you.

General Contract Conditions

This contract represents the entire agreement between the parties, and no representatives of warranties shall be binding upon the parties unless specifically and expressly set forth herein.

Rick's Main Roofing, Ltd. shall not be held responsible for damages or delays due to strikes, fires, accidents vice major, or other causes beyond its control.

Anything to the contrary notwithstanding, it shall be the owner's duty to insure and render safe the premises upon which work is being done, with specific regard to fixtures and personal belongings. It is expected that there will be vibrations, hammering, shaking and movement during the process of the roof work.

All prices indicated in this contract are based upon the assumption that this is a solid surface for receiving the installation of a new roof. If, upon commencement of performance by Rick's Main Roofing, Ltd., it is found that roofing boards, cornices, or other surfaces suit generic are in such a condition that they will not hold nailing or otherwise found unsatisfactory for the installation of a new roof, the expense for labor and material incurred for placing property in condition to receive the new as herein contacted for will be charged to your account as an additional cost on a time and material basis. Ordinary repairs under the above conditions will be undertaken by Rick's Main Roofing, Ltd. and charged to your account at the actual cost to us. Whenever and wherever possible, notification shall be given to the customer in advance, unless existing field conditions warrant otherwise, in which event notice will be given as soon as reasonably practicable thereafter.

Warranties

All materials incorporated into the contract work are warranted by the manufacturer only, which actual warranty will be provided owner at the time of completion of the job work provided we are paid in full. Rick's Main Roofing, Ltd. also warrants for a period as specified on the face side hereof, its workmanship, but liability under express warranty is limited to repairs at no cost to the owner and this liability shall be exclusive and in lieu of all other liabilities, whether in warranty, negligence or otherwise.

In the event, during the course of repairs, replacement of materials is necessary, which materials are not under warranty, the owner shall pay a pro rate share of the cost of same, based upon the term of years remaining under this warranty.

Disclaimer of Warranties

No express or implied warranty shall apply, other than that which is set forth herein, and in no event shall Rick's Main Roofing, Ltd., be liable for consequential, incidental or special damages as a result of a breach thereof, including interior damage because of leakage. Specifically, no warranties against leakage are given due to footwear, improper building or roof deck construction, fire, hail, tempest, nor to punctures made by fastening wire fixtures, nor the erection of any hatchways, Penthouses, flagpoles, pipes or other structures, support or breaks make subsequent to the completion of work. Furthermore, Rick's Main Roofing, Ltd. shall not be liable for any damage because of improper ventilation and structural defects not readily apparent to any workmen either during construction or thereafter, and the customer agrees to save Rick's Main Roofing, Ltd. harmless from any claim thereof.

It is expected that the homeowner shall have his/her own insurance for interior damage. Rick's Main Roofing, Ltd. shall not be responsible for any ice damage.

It is further agreed upon that in the event interior damage occurs during the process of construction to either the building or the contents thereof and arising from the malfeasance, misfeasance or nonfeasance by employees, agents or representatives of Rick's Main Roofing, Ltd. then Rick's Main Roofing, Ltd. shall be responsible therefore, provided we have been paid in full further, however that damage caused by vibration or dust or by debris falling upon cars that should be in the area of work, will not be liability of Rick's Main Roofing, Ltd. and the customer agrees to save Rick's Main Roofing, Ltd. harmless from any claim there from. It shall be the obligation of Rick's Main Roofing, Ltd. to insure that the roof subject to installation or construction will be made watertight every night. Anything to the contrary notwithstanding, the foregoing liability or responsibility shall not continue after completion of the work hereinbefore contracted to. In the event of a default by you in the payment of the contract price as specified in this agreement, including any extras for thirty (30) days after that time for such payment, you will also be responsible for a service charge of 1.5% per monthly on the outstanding balance, as well as all cost of collection, including a reasonable attorney's fee. Your signature on the contract is acceptance of the terms of this provision. Rick's Main Roofing, Ltd. shall not be responsible or liable for any sweating or moisture developing inside or outside the subject building as a consequence or resulting from the installation or repair of the roof.

FLAT
SHINGLES
SLATE
TILE
WOOD



CT HOME IMPROVEMENT
CONTRACTOR REG
580430

26 FITCH STREET, NORWALK, CT 06855

TELEPHONE (203) 838-5858
FAX NUMBER (203) 838-4949
office@ricksmainroofing.com

CUSTOM COPPER WORK
SEAMLESS GUTTERS
EMERGENCY ROOF REPAIRS
WATER-PROOFING

WESTCHESTER COUNTY
HOME IMPROVEMENT LICENSE
WC-19318-H07

Re: Roofing Project

Dear Valued Customer:

This letter is to advise you of the roof restoration project, which is scheduled to begin in the next few days, weather permitting. You may have thought about the impact this work will have on the interior of your home.

While all the work will be on the exterior of the building, it will be necessary for you to take steps to PREVENT INTERIOR DAMAGE DURING THE WORK STAGES.

Any objects that are not very well secured to the wall should be taken down. This includes pictures and other hanging objects. Any object that might be subject to vibration should be secured! An example would be a statue in a bookcase, etc. The hammering from above and on the side wall will cause a vibration that could move the object to the edge of the shelf where it might fall and break. The work may also create additional dust, and will of course, be somewhat noisy. You are asked to cover all personal belongings that may be stored in an attic or storage space. Please be aware that Rick's Main Roofing is not responsible for cleaning attic of debris. Also please be sure to cover or remove any deck or lawn furniture. The roofing company will try to keep the grounds and surrounding areas as clean as possible during each phase of the work, but please use caution during these construction stages. In addition, if your automobile is parked in the area that may catch some falling debris, please be sure to move it to a safe area during this project.

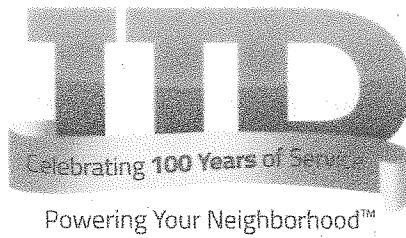
The roofing contractor, Rick's Main Roofing, Ltd., will NOT be responsible for any interior damage to your home or car. Each owner is asked to survey their home and determine what steps should be taken to insure that any and all items will not be harmed by this work and that every precaution be taken to eliminate possible interior damage to personal items.

Thank you for your cooperation.

COMMERCIAL

www.ricksmainroofing.com

RESIDENTIAL



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

THIRD TAXING DISTRICT 2017 COMMISSION MEETING SCHEDULE

Monday	January 9, 2017
Monday	February 6, 2017
*Tuesday	February 21, 2017
Monday	March 6, 2017
Monday	April 3, 2017
Monday	April 17, 2017
Monday	May 1, 2017
Monday	June 5, 2017
Monday	June 19, 2017
**Monday	July 10, 2017
Monday	August 7, 2017
Monday	August 21, 2017
Monday	September 11, 2017
Monday	October 2, 2017
Monday	October 16, 2017
Monday	November 6, 2017
Monday	December 4, 2017
Monday	December 18, 2017

*Note: Monday, February 21, 2017 is a holiday.

**Note: July 3rd is night before July 4th holiday.

District Commissioners

Charles L. Yost
David L. Brown
Debora Goldstein

203-853-0837
203-866-8099
203-252-7214

Chairman
Commissioner
Commissioner

James Smith
Ron Scofield
Michael Intrieri

203-866-9271
203-866-9271
203-866-3001

General Manager
Assistant General Manager
Treasurer

THIRD TAXING DISTRICT
ELECTRICAL DEPARTMENT

PURCHASES AND QUOTATIONS

9/4/15

Revised 10/17/16

It is the policy of the Third Taxing District of the City of Norwalk and the Board of Commissions to support the practice of purchasing products and or services that provide the best value based on quality, service, and price.

The following guidelines shall apply:

1. In purchasing or leasing, materials & supplies or services, if any single item to be purchased or leased or the total amount of any service contract does not exceed \$10,000 in total payments, no quotations or written bids shall be required. However, any such purchase, lease, or service in this Section shall require prior approval of the General Manager or Commission.
2. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$10,001 but is less than \$20,000, three quotes will be required and must be noted and filed accordingly. Any such purchase, lease, or service in this Section shall require prior approval of the General Manager or Commission.
3. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$20,001 but is less than \$50,000 (fifty thousand dollars), three quotes will be required and must be noted and filed accordingly. Any such purchase, lease, or service in this Section shall require prior approval of the Commission.
4. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$50,001 (fifty thousand one dollars) or more, bid specifications will be generated and advertised at a minimum in the *Norwalk Hour*, and in additional suitable publications at the discretion of the General Manager. Subsequent to noticing the bid request as above, a reasonable attempt should be made to solicit additional bids from reputable vendors by contacting them by mail or phone. A minimum of three written bids shall be required (and must be filed accordingly). Any such purchase, lease, or service in this Section shall require prior approval of the Commission.
5. Quotes and written bids must come from reputable companies who meet the proper insurance requirements. The Commission reserves the right to reject any and all bids for any reason it deems necessary, however, preference will be given to the lowest bidder based on quality, service, reputation and whether or not the business is local.

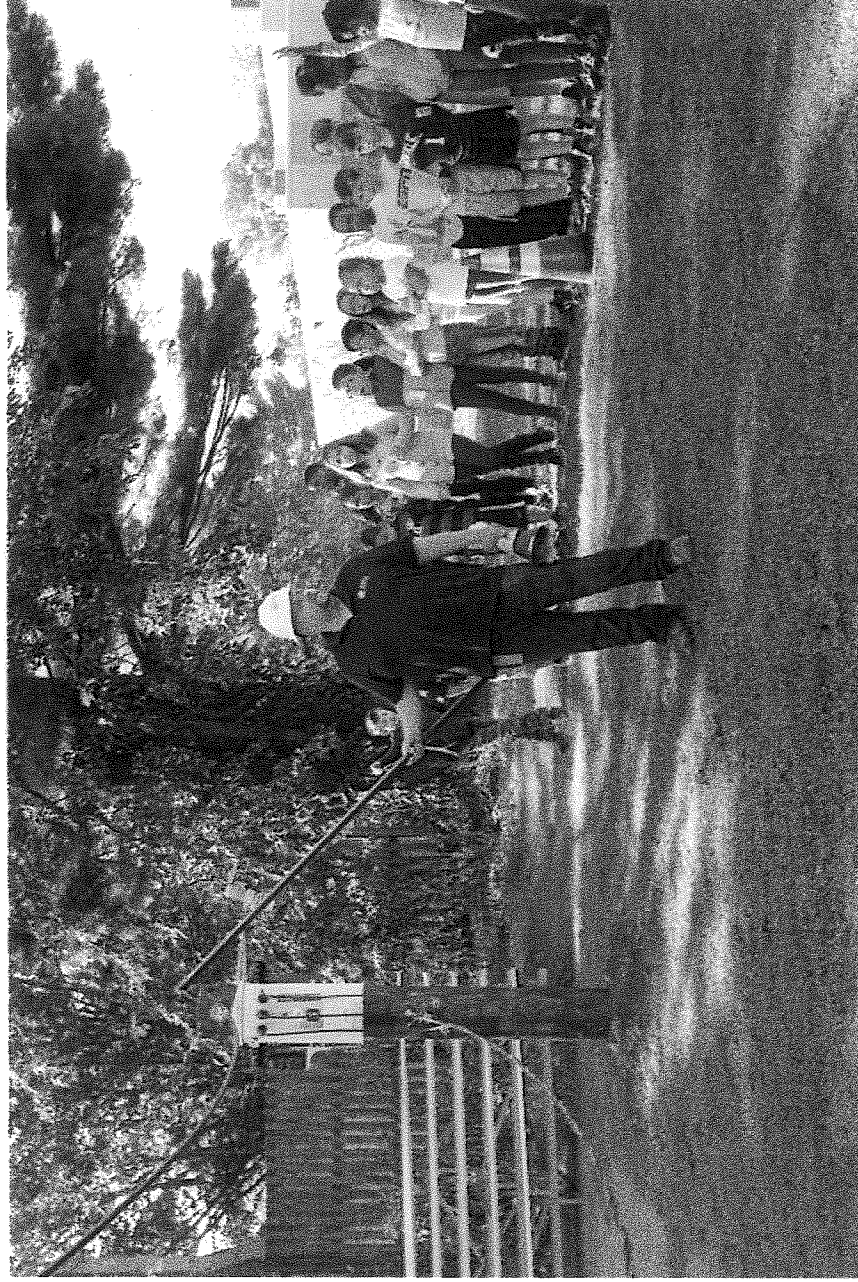
6. "Approval by the Commission" can take place by (a) a Commission vote taken during a special or regular meeting, or (b), the specific item to be purchased or leased must be clearly identified in a budget already approved by the Commission. *Any line item in the Capital Budget that exceeds 20% of the original budgeted amount for that item must be sent back to the Commission at a special or regular meeting for approval. Notwithstanding the above, any project that exceeds \$100,000 for extensive renovation or repair of assets shall come back to the Commission for re-approval.

*Replace with: Any line item in the Capital Budget which is approved by the Commission and is bid out formally at project time, and exceeds the budgeted amount by 20% or more, must be presented and approved by the Commission.

7. Repairs such as vehicle or equipment repairs, where it would be impractical to get competitive prices, may be authorized by the General Manager without competitive prices.
8. The General Manager may have flexibility and use discretion in applying this policy based on experience and professional judgment (i.e. Single source bidder, unable to get quotes due to the nature of the items, etc.
9. Generally, professional services are exempt from this policy. The General Manager shall keep the Commission informed on an as-needed basis as decisions are made to hire individuals / firms with a specific expertise.

GENERAL MANAGER'S REPORT
(Note Page)

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2016-2017



PREPARED BY:
JIM SMITH
GENERAL MANAGER

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2	5	UPGRADE FLEET VEHICLES
2	6	I/T SYSTEM MODIFICATIONS
3	7	COST OF SERVICE/RATE STUDY
4	8	STRATEGIC PLANNING PROCESS
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6	12	18 ROWAN STREET RENOVATION
6	13	REPAVING OF SECOND STREET PARKING LOT
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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: OCTOBER 31, 2016

COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none">• IN PROCESS WITH METER DEPT.	ON-GOING UNTIL COMPLETED	
2)	CUSTOMER SERVICE/ MANAGEMENT TRAINING PROGRAM	<ul style="list-style-type: none">• TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES.	ALL OF 2016	
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none">• COMPLETE WITH PERIODIC REVIEW• NEW LINEMAN TO BE HIRED DURING SECOND HALF OF FISCAL YEAR.	ON-GOING	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> APPROXIMATELY 63% OF THE SYSTEM HAS BEEN COMPLETED. 	ON-GOING THROUGH 2015 INTO 2016	<ul style="list-style-type: none"> OCTOBER 2016 – INSTALLED 77 RADIO READ METERS DURING THE MONTH AROUND THE DISTRICT FOR A TOTAL OF 2,403 OR 63% OF THE DISTRIBUTION SYSTEM.
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE. 	ON-GOING WITH PERIODIC UPDATES	
6)	I/T SYSTEM MODIFICATIONS	<ul style="list-style-type: none"> ON-GOING TO CREATE GREATER EFFICIENCIES WHEREVER POSSIBLE. 	PERIODIC UPDATES AS NECESSARY.	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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	CONDUCT COST OF SERVICE/RATE STUDY WITH PERIODIC UPDATES	<ul style="list-style-type: none">• INITIAL RATE STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014.• UPDATE/ "TUNE-UP" COMPLETED IN JULY 2016.• COST OF SERVICE STUDY ON SECURITY LIGHTING BEGAN IN JUNE OF 2016.	SECURITY LIGHT COST OF SERVICE STUDY COMPLETED IN OCTOBER 2016.	<ul style="list-style-type: none">• OCTOBER 2016 – UFS HAS COMPLETED A SEPARATE COST OF SERVICE STUDY ON ALL OF THE DEPARTMENT'S SECURITY LIGHTING. WE ARE IN THE PROCESS OF TRANSITIONING ALL OF OUR SECURITY LIGHTS IN THE FIELD TO LED'S. THE COS STUDY WAS DEVELOPED ON LED'S AND RATE SCHEDULES WILL BE REVIEWED WITH THE COMMISSION AND SUBSEQUENTLY UPDATED ONCE THE INSTALLATION OF NEW LIGHTS HAS BEEN COMPLETED.
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PROJECT

STATUS

TIMELINE

COMMENTS/MONTHLY UPDATE

8)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> • TO BE PRESENTED TO COMMISSION AT THE FEBRUARY 1, 2016 MEETING. • PRESENTED AND APPROVED AT THE FEBRUARY 1, 2016 MEETING. • INITIAL SESSIONS WERE CONDUCTED WITH THE STAFF AND COMMISSION ON MAY 18TH AND 19TH. • FOLLOW-UP MEETINGS HAVE BEEN SCHEDULED WITH THE STAFF AND COMMISSION FOR AUGUST 16TH AND 17TH. • MEETINGS HAVE BEEN SCHEDULED WITH THE COMMISSION AND STAFF ON SEPTEMBER 27TH. • FUTURE MEETINGS ARE BEING SCHEDULED WITH COMMISSION AND STAFF. • A FOLLOW-UP MEETING HAS BEEN SCHEDULED WITH THE COMMISSION FOR NOVEMBER 15TH. 	<ul style="list-style-type: none"> • BEGIN IN 1ST QTR 2016. • WORK CONTINUES THROUGH THE 3RD QUARTER OF 2016. 	<ul style="list-style-type: none"> • OCTOBER 2016 -- THE FOLLOWING ACTIVITIES WERE UNDERTAKEN DURING THE MONTH: <ul style="list-style-type: none"> ◦ A CONFERENCE CALL WAS CONDUCTED BETWEEN STEVE VANDERMEER, JOHN BOVE AND MYSELF TO CLARIFY THE LEGAL REQUIREMENTS OF MAKING ANY CHANGES TO THE TTD CHARTER AS DISCUSSED WITH THE COMMISSION AT THE SEPTEMBER 26TH COMMISSION MEETING.
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COMMENTS/MONTHLY UPDATE

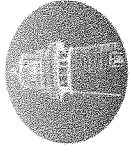
TIMELINE

STATUS

PROJECT

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9)	MAPLEWOOD	<ul style="list-style-type: none"> CASE HAS BEEN SETTLED IN FAVOR OF TTD.. 	LITIGATION COMPLETE.	
10)	PUBLIC RELATIONS/ MARKETING PROGRAM	<p>JUMAR CONTRACT RENEWED THROUGH APRIL OF 2017 BASED ON A DECISION AT THE APRIL 7, 2016 MEETING, WITH THE STIPULATION THAT THE CONTRACT FOR PROVIDING THESE SERVICES BE "BID OUT" NEXT YEAR.</p>	ONGOING BASED ON CONTRACT WITH JUMAR.	<ul style="list-style-type: none"> OCTOBER 2016 – BOTH PUBLIC POWER WEEK EVENTS, THE BULB GIVEAWAY AND THE MARVIN SCHOOL PROGRAM, WERE SUCCESSFUL AND RECEIVED A GREAT DEAL OF PARTICIPATION. WE WILL WORK ON DEVELOPING ADDITIONAL PROGRAMS FOR NEXT YEAR. JUMAR IS WORKING WITH THE COMMISSION ON THE CREATION OF A CUSTOMER SURVEY REGARDING THE WALK BRIDGE PROGRAM THAT IS BEING DESIGNED AND CONSTRUCTED BY THE DOT.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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11)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none">PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS.	ON-GOING THROUGHOUT 2015-16 FISCAL YEAR.	
12)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none">PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED.FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE.	RESCHEDULED TO LATE 2016, EARLY 2017.	<ul style="list-style-type: none">OCTOBER 2016 – ALL DESIGN AND ENGINEERING PLANS HAVE BEEN SUBMITTED TO THE CITY BY JOHN BOVE.
13)	REPAVING OF SECOND STREET PARKING LOT	<ul style="list-style-type: none">PROJECT OUT TO BID IN OCTOBER 2016.	TO BE COMPLETED IN NOVEMBER 2016.	<ul style="list-style-type: none">OCTOBER 2016 – BIDS OPENED DURING THE MONTH. BID AWARDED TO DEERING CONSTRUCTION COMPANY IN THE AMOUNT OF \$29,950. THE BUDGET FOR THIS PROJECT WAS \$30,000.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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	<u>MISCELLANEOUS</u> <ul style="list-style-type: none">• ANNUAL REVENUE/EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET FOR FY 2016-17	COMPLETED.	RE-OCCURRING	<ul style="list-style-type: none">• OCTOBER 2016 – REVIEWED UPDATED PURCHASING POLICY APPROVED BY COMMISSION AT THE OCTOBER 17TH MEETING WITH STAFF. ALL CAPITAL PROJECTS WILL BE ADMINISTERED ACCORDING TO THE POLICY MOVING FORWARD.
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> NORDEN GENERATORS SOLAR PROJECTS ANNUAL FINANCIAL AUDIT (FYE 6/30/16) 	<p>PERIODIC TESTING FOR "BLACK START" BACK-UP TO THE NORDEN FACILITY AND RUN INTO THE ISO LFR MARKET.</p> <p>POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL AND COMMERCIAL CUSTOMERS.</p>	<p>ON-GOING</p> <p>ON-GOING</p> <p>EXPECTED COMPLETION DATE- OCTOBER 15TH OF EACH YEAR</p>	<ul style="list-style-type: none"> OCTOBER 2016 – STAFF HAS SPENT CONSIDERABLE TIME THIS MONTH ON INSURING THAT ALL NORDEN UNIT STACK TESTING AND INSPECTIONS ARE COMPLETE AND UP-TO-DATE. THIS IS A PREVENTATIVE MEASURE WHICH WE ARE EMPLOYING. ANY DEFICIENCIES WILL BE "SELF-DISCLOSED" TO THE CT DEEP AND WILL BE CORRECTED AS NECESSARY. OCTOBER 2016 – ALL PERTINENT INFORMATION HAS BEEN FORWARDED TO THE AUDITORS FROM STAFF AND FIELD AUDIT WORK HAS BEEN COMPLETED. WE ARE ANTICIPATING A DRAFT OF THE AUDIT REPORT LATER IN THE MONTH.
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> • SCADA PROJECT 	<p>PROJECT BEGINS JULY 2015</p>	<ul style="list-style-type: none"> • 1ST/2ND PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – JULY 2016 • 3RD PHASE (EAST AVENUE) JULY 2016 – NOVEMBER 2016 • 4TH PHASE – NOVEMBER 2016 - FEBRUARY 2017 • 5TH PHASE – FEBRUARY 2017 – MAY 2017 	<ul style="list-style-type: none"> • OCTOBER 2016 – WORK IS CONTINUING ON PHASE III OF THE SCADA PROJECT.
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> • COMMERCIAL CUSTOMER VISITS 	<p>ON-GOING AS SCHEDULES PERMIT</p>	<p>THROUGHOUT 2016</p>	<ul style="list-style-type: none"> • OCTOBER 2016 – MET WITH RYAN HUGHES OF SONO ICE HOUSE TO FOLLOW-UP ON TTD CONSTRUCTION ACTIVITIES AT THE NEW ICE RINK IN VETS PARK. MR. HUGHES IS PLEASED WITH THE INSTALLATION OF OUR EQUIPMENT AND THE PROFESSIONALISM OF OUR STAFF. WE HAVE ENERGIZED THE PROJECT AHEAD OF SCHEDULE THANKS TO THE PROJECT MANAGEMENT SKILLS OF MIKE ADAMS AND HIS STAFF.
	<ul style="list-style-type: none"> • ECONOMIC DEVELOPMENT INITIATIVES 	<p>ON-GOING MEETINGS WITH ELIZABETH STOCKER, THE CITY OF NORWALK'S ECONOMIC DEVELOPMENT DIRECTOR</p>	<p>THROUGHOUT 2016</p>	<ul style="list-style-type: none"> • OCTOBER 2016 – MET WITH SNEW TO FINALIZE FEEDER SYSTEM OPTIONS FOR THE MALL. A MEETING WILL BE HELD EARLY IN NOVEMBER TO REVIEW THESE OPTIONS WITH THE MALL DEVELOPERS ALONG WITH DISCUSSING A STANDBY RATE.



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15)	STATE (CT DOT) BRIDGE PROJECTS	INITIAL LETTER FROM CT DOT TO TTD ISSUED IN MARCH 2016. REGULAR UPDATES HAVE BEEN RECEIVED FROM CT DOT/PARSONS BRINKERHOFF AS INFORMATION IS REQUIRED.	REMAINDER OF 2016 INTO 2017 AND BEYOND.	<ul style="list-style-type: none"> OCTOBER 2016 -- WE ARE CONTINUING TO MONITOR ACTIVITIES FROM CT DOT. WE HAVE SUBSCRIBED TO THE PERIODIC CONSTRUCTION UPDATES FROM THE DOT ON THE WALK BRIDGE PROGRAM AND HAVE ESTABLISHED AN INFORMATION LINK TO DOT CONSTRUCTION UPDATES WHICH WILL BE PUBLISHED ON OUR WEBSITE.
16)	CUSTOMER SERVICE RENOVATION PROJECT	PROJECT BEGAN IN THE 3 RD WEEK OF JULY 2016. WORK IS CURRENTLY UNDERWAY. LAST PHASE OF MULTI-YEAR RENOVATION OF 2 SECOND STREET OFFICE.	JULY 2016 THROUGH EARLY SEPTEMBER 2016.	<ul style="list-style-type: none"> OCTOBER 2016 -- CONSTRUCTION COMPLETE. PROJECT IS BEING CLOSED OUT.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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17)	BUYOUT OF FRONTIER POLES IN TTD SERVICE TERRITORY	<ul style="list-style-type: none">FRONTIER REJECTED BUYOUT. AGREED TO EXPEDITE ISSUES RELATED TO JOINT POLES AND SERVICE REQUESTS.	AUGUST, SEPTEMBER 2016	